

LANCASTER COUNTY COOK II

NATURE OF WORK

This is food service work with responsibility for preparing and supervising meal production and service in a large facility.

Work involves ordering supplies and assisting in the preparation of menu, snack and special function items. Work also includes supervising the food production, service, sanitation and safety activities of subordinate employees; orientating, training and evaluating subordinate food service personnel. General supervision is received from an administrative superior. Supervision is exercised over subordinate cooks and food service workers.

EXAMPLES OF WORK PERFORMED

Supervise food production, service, sanitation and safety activities of subordinate employees.

Assist in food production of all menu items for regular service, special functions, snacks, picnics and parties including preparing various types of foods according to recipes and predetermined menus; serve foods and supply serving line with needed items as required; cover and store leftovers.

Conduct new employee orientation and ongoing employee training; schedule employee work hours, reassigning staff as needed to ensure necessary food preparation and serving; complete employee performance evaluations and recommend discipline when necessary.

Supervise the operation, maintenance and cleaning of equipment utilized in food service production.

Lift and transport up to fifty pound containers of hot liquids, canned goods, boxed meat and other food items.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of large quantity food preparation and storage methods and techniques.

Knowledge of the operation, maintenance and cleaning of food service equipment.

Knowledge of health, sanitation and safety practices involved in food production, service and storage.

Some knowledge of normal nutrition and therapeutic diets in order to supervise correct portioning and service of food.

Ability to assign and organize work of subordinates.

Ability to establish and maintain effective working relationships with co-workers and other food service personnel.

Ability to communicate effectively both orally and in writing.

Ability to prepare large and varied quantities of food items using large quantity recipes.

Ability to perform moderately heavy lifting.

Ability to perform routine mathematical calculations.

Skill in the operation of food preparation utensils and equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent supplemented by additional course work in food service supervision plus experience which provides the defined knowledges, abilities, and skills in food preparation methods; and some experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Completion of junior high school with experience in food preparation methods; or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

Additional specialized training may be required by the appointing authority if such training is necessary for compliance with applicable institutional certification requirements.

NECESSARY SPECIAL REQUIREMENTS

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed skilled and intermediate care facility as required by the State of Nebraska.

Employees in this class working in the Corrections Department must meet such physical, age, health and criminal history requirements necessary for employment in a correctional facility as required by the State of Nebraska.

Approved by: _____
Department Head

Personnel Director

Revised: 10/96

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